

Memorandum

To: Linda Bettencourt, City & Town Clerk

CC: Records Management Committee

From: Linda Bettencourt

Date: 8/3/2015

Re: 2015 Meeting Schedule

The Records Management Committee will meet on the fourth Thursday of the month in Room B-19 at 1:00 p.m. with the exception of the months of November and December due to Holidays:

August 27, 2015

September 24, 2015

October 22, 2015

November 19, 2015 Due to Thanksgiving Holiday

December 23, 2015 Due to Christmas Holiday

January 28, 2016